



INDIANA
WORKFORCE
DEVELOPMENT
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FORMAL COMMUNICATION

TO: Indiana's Workforce Investment System

FROM: Amy E. Smith-Rubeck, MA, LMHC
Director of Policy

DATE: September 22, 2008

**Technical Assistance Bulletin
TAB 2008-11**

**National Emergency Grant for Recreational Vehicle Industry
Adding Additional Companies through Grant Modification**

Background

Following the instruction of Governor Mitch Daniels, the Indiana Department of Workforce Development (DWD) applied for a National Emergency Grant (NEG) in the amount of \$10.4 million in response to reports of significant recreational vehicle (RV) industry layoffs in Northern Indiana. On Wednesday, September 10, 2008, Governor Daniels was notified by United States Secretary of Labor, Elaine Chao, of the Department of Labor's approval of Indiana's grant application.

The initial grant award was approved by the United States Department of Labor under an industry-wide classification, meaning that grant funds can be used to serve workers that have been dislocated as a result of the downturn in the RV industry in Northern Indiana.

In order to be included in the service provision of this National Emergency Grant, dislocated RV workers must have been laid off from a company that is included in the NEG application. The Indiana Department of Workforce Development must work with the United States Department of Labor to modify its NEG program to include companies that laid off workers and/or closed following the submission of the Department's initial application.

Purpose

This Technical Assistance Bulletin will provide guidance to the Indiana Workforce Investment System on the process that must be completed in order to include employees of affected companies in the scope of service for this National Emergency Grant program.

Mitchell E. Daniels, Jr., Governor
Teresa L. Voors, Commissioner

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An Economic Development Partner

Content

In its approved National Emergency Grant application, the Department included the following RV-related companies:

- 1) Dutchmen Manufacturing – Goshen, IN
- 2) Keystone RV Company – Goshen, IN
- 3) Monaco Coach – Nappanee, IN
- 4) Monaco Coach – 3 facilities – Elkhart, IN
- 5) Monaco Coach – Wakarusa, IN
- 6) Newmar Corporation – Nappanee, IN
- 7) Pilgrim International – 2 facilities – Middlebury, IN
- 8) Sundowner Trailers – Elkhart, IN

In order to include additional RV-related companies in the pool of service for the National Emergency Grant, the Department must supply detailed information to the U.S. Department of Labor's Employment and Training Administration. This process must be completed through a formal modification to the Department's grant.

Regional Operators are charged with the responsibility of providing DWD with the required information to include in subsequent NEG modifications. Companies to be included in grant modifications must meet the following criteria, at a minimum:

- The North American Industrial Classification System (NAICS) code for the company must be 336213.
- Layoff or closure must have occurred on or after March 10, 2008.
- The specified service area for the NEG program includes the following counties: Elkhart, Fulton, Kosciusko, Lagrange, Marshall, Noble, and St. Joseph.
- Companies that are located outside of the service area can be considered for inclusion as long as the number of planned participants is at least 50.

Regional Operators are asked to complete the attached National Emergency Grant Employer Data Form using the following guidelines:

- **Company Name** – Enter company name.
- **Location of Facility** – Enter physical address of company. NOTE: If a company has more than one location that is laying off workers and/or closing, an Employer Data Form must be completed for each facility including specific data for each location.
- **Notification Type** - Enter how notice of layoff or closure was obtained. Some examples are a WARN Notice or a Public Announcement by an employer (newspaper article).
- **Layoff Date(s)** – Enter date of layoff. If multiple layoffs occurred, indicate dates of each layoff event.
- **Number of Affected Workers** – Enter the number of workers that were laid off for the corresponding layoff date.
- **Type of Business** – Enter business classification, i.e., recreational vehicle manufacturing.
- **NAICS Code** – Enter six digit NAICS Code.

- **Layoff or Closure** – Indicate whether event was a layoff or company closure.
- **Date(s) of Rapid Response Actions** – Enter date(s) of rapid response activities conducted with either the employer or employees. NOTE: It is generally expected that rapid response activities should occur before the inclusion of a pool of workers in the NEG program. Regional Operators do not have to indicate what type of rapid response activities have been completed, just the dates of rapid response.
- **Number of Workers Contacted** – Enter the number of workers from the company that have been contacted through rapid response activities or other means.
- **Number of Field Surveys Completed** – Enter the number of field surveys that workers from the affected company have completed.
- **Number of Planned Participants** – Enter the number of workers from the company that are expected to participate in the NEG program.
- **Labor Organization Representation** – If workers from the affected company have labor organization representation, enter the name of the labor organization.

Once completed, Regional Operators can submit the form via e-mail to the National Emergency Grant Administrator (NKlinck@dwd.IN.gov) or via fax (317.233.6081). The Administrator will review the information and once approved, the Department will include the information on its National Emergency Grant website (www.in.gov/dwd/4204.htm?q=3).

Questions regarding this Technical Assistance Bulletin may be directed to:

Nate Klinck
National Emergency Grant Administrator
Indiana Department of Workforce Development
10 N. Senate Avenue, SE304
Indianapolis, IN 46204
Email: NKlinck@dwd.IN.gov

Attachment

National Emergency Grant Employer Data Form

Please note that previously issued Technical Assistance Bulletins can be reviewed on the Indiana Department of Workforce Development website at <http://www.in.gov/dwd/3447.htm>.

National Emergency Grant Employer Data Form

Company	Location of Facility	Notification Type	Date of Notification	Layoff Date(s)	Number of Affected Workers

Type of Business	NAICS Code	Layoff or Closure?

Date(s) of Rapid Response Actions	Number of Workers Contacted	Number of Field Surveys Completed	Number of Planned Participants	Labor Organization Representation

Form Submitted By: _____

Date: _____

This Section for DWD Administrative Use

Date Employer Form Received: _____

Employer Form Approved By: _____

Date: _____